



**Department of Corrections**  
**NOTICE OF CHANGE AND**  
**CORRECTION TO**  
**DEPARTMENT OPERATIONS MANUAL**  
**Chapter 3, Article 19, Academy Training**

**Transmittal**  
**Letter Number: 02/02**

**Revision Date:**  
March 11, 2002

The purpose of this document is to provide Department Operations Manual (DOM) holders with information regarding the attached amendment to Chapter 3, Article 19, Academy Training, and a correction to NCDOM 02/01.

The Administrative Services Division has amended language to the Academy Training article in order to comply with current laws, statutes, and regulations. Specifically, the revision adds definitions, clarifies responsibilities of the Academy, streamlines provisions, and updates references for current compliance. This new revision replaces existing Academy Training policy.

The NCDOM 02/01 announced revisions to Chapter 5, Article 15, Controlled Substances, including the requirement for sealing the sample bottles with red security tape. This requirement is incorrect; the requirement is for a security seal (not red tape) to be placed on the bottle. The DOM article attached to NCDOM 02/01 contained the correct information.

Please inform all persons concerned of the contents of this notice, which shall be maintained, and the information contained in this document utilized, until it is incorporated into the next updated DOM. Please direct any inquiries regarding this notice to Rick Grenz, Chief, Regulation and Policy Management Branch at (916) 324-4331.

KATHY M. KINSER  
Chief Deputy Director  
Support Services

Attachment